
From: SCHOOL FINANCE [INBOX]
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Arizona Department of Education
System Training and Response (STaR) Team
<http://www.ade.az.gov/schoolfinance/star>

STaR Team Bulletin No. 4 (FY08) – SAIS Training Opportunities for FY2008
Friday, August 31, 2007

Included for your planning purposes, the attached document* highlights the SAIS training events planned by the STaR Team for Fiscal Year 2008. Additional details including dates, times and locations of each workshop will be published according to timelines included on page 4 of the document.

Currently, many individuals who have been identified as being new to a role related to collecting, submitting and verifying all SAIS data (not solely data that relates to one particular program such as SPED or ELL) for a school district or charter school are participating in "Introduction to SAIS" which encompasses up to seven hours of direct instruction offered over three sessions.

Should you, or someone else in your organization be new to a role that relates to collecting, submitting and verifying all SAIS data, and should you wish to take advantage of the instruction presented during "Introduction to SAIS," please visit the Star Team web site at <http://www.ade.az.gov/schoolfinance/star>, click on Submit Contact Information for those who are New to SAIS Reporting and follow the corresponding directions.

Should you, or someone else in your organization be new to a role that relates to collecting, submitting and verifying SAIS data relating only to Special Education or English Language Learner programs, please look for information regarding appropriate training opportunities to be released in mid-September.

*The document that was attached to the email sent to subscribers can be found beginning on page 2.



System Training and Response (STaR) Team

SAIS Training Opportunities for Fiscal Year 2008

The System Training and Response (STaR) Team offers a variety of training opportunities designed to support end users of the Student Accountability Information System (SAIS) in their efforts to ensure that the data that reside in SAIS for a particular educational entity are complete, accurate and Integrity error free by ADE specified deadlines. This document is intended to assist individuals who have responsibilities relating to collecting, submitting and/or verifying SAIS Student Detail data to select appropriate training from the events scheduled for Fiscal Year 2008.

Background

SAIS is comprised of several ADE computer systems used for various purposes related to student accountability. Because the bulk of school funding as well as determinations about whether or not students are making adequate yearly progress (AYP) are based on the student level data submitted to and processed by SAIS, those who manage SAIS data have great responsibility. Because the requirements and procedures relating to collecting, submitting and/or verifying SAIS Student Detail data are complex, many individuals who manage SAIS data seek training opportunities provided by the ADE STaR Team. However, because the responsibilities relating to the management of SAIS data are often divided between various individuals within a local educational agency (LEA), the STaR Team has developed specific training opportunities designed to meet the needs of individuals based on their particular reporting responsibilities.

Please note that the STaR Team offers training and assistance regarding ADE requirements and procedures relating to SAIS. We cannot provide specific support in the use of any student management system (SMS) or other local database used to collect and submit data to SAIS. We strongly encourage all those who manage SAIS data to seek appropriate training and assistance from the commercial software vendor or local software developer of the SMS used by the LEA.

Please review the workshop descriptions beginning on page 2 of this document, watch for specific dates and workshop locations that will be released in accordance with timelines shown on page 4, and plan to take advantage of any opportunities that would appear to offer considerable value.

All STaR Team training opportunities are offered free of charge.

Workshop Descriptions

Workshop – Introduction to SAIS

Target audience: New users who have responsibilities related to collecting, submitting and verifying all SAIS data.

Timeframe: August – September¹

Topics:

- Overview of the SAIS Student Detail and Student Counts Systems
- Discussion of some of the key terminology used by those who interact with SAIS (i.e., Common Logon, Student Detail Data Interchange, Student Integrity Processing, Aggregation, CTDS, Concurrent Enrollment)
- Information and procedures regarding generating new and identifying existing SAIS IDs (unique ADE generated student identifier)
- Details (including applicable business rules) regarding the seven basic transactions used in SAIS that relate to school student membership (Enrollment, Withdrawal, Readmission, Summer Withdrawal, Absence, Attendance)
- Step-by-step instructions regarding the process of submitting information (the transaction files generated by student management systems) to SAIS
- Step-by-step instructions regarding the process of reviewing the status of submitted files and downloading the results for import to a student management system
- Step-by-step instructions on the process of accessing the ADE generated Student Detail reports used by LEAs to verify the data that reside in SAIS
- Discussion of a suggested routine for submitting data to and reconciling results from SAIS
- Sources of additional information/Requesting assistance on-demand

Workshop – SAIS Requirements Related to Special Education and English Language Learner Programs

Target audience: New users who have responsibilities related to collecting, submitting and verifying SAIS data relating to students who participate in Special Education and/or English Language Learner programs. (Optional for experienced users)

Timeframe: October – mid-November¹

Topics:

- Details (including applicable business rules) regarding the SAIS transactions applicable to students who participate in Special Education and ELL programs (SPED Service Participation, ELL Program Participation, Student Assessment)
- Brief overview of the SAIS submission process

¹Sessions may be added later in the school year based on a need to respond to new users who are identified after scheduled workshops have been completed. Instructions to submit contact information for those individuals who are new to the processes of submitting and verifying SAIS data are posted on the STaR Team web site at <http://www.ade.az.gov/schoolfinance/star>.

- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data relating to Special Education and English Language Learner programs that reside in SAIS
- Understanding ADE timelines related to calculating funding for SPED and ELL program participants
- Using SAIS Online to submit information for Special Education students who are tuitioned-out to private schools or who participate in Head Start
- Sources of additional information/Requesting assistance on-demand

Workshop – Reconciling Student Membership Data in SAIS

Target audience: New users who have responsibilities related to collecting, submitting and verifying SAIS data relating to School Student Membership, also referred to as Average Daily Membership. (Optional for experienced users)

Timeframe: Mid-November – April

Topics:

- Recommendations for establishing a submission and data verification routine using the SDADMS72, 75, 76, 78, 80-1 and Student Integrity Status reports to ensure that the data in SAIS related to Student Membership are complete, accurate and Integrity error free by ADE specified deadlines
- Explanations of the intended use and significance of the reports referenced above
- Explanations of the reasons a student who appears on a school roster may not be listed as expected on one or more of the reports referenced above
- Explanation of the significance of Integrity errors
- Discussion of the most common Integrity errors
- Explanation of the significance of concurrent enrollment

Workshop – Charter School Estimated Count

Target audience: Charter school personnel responsible for submitting the estimated count. *(May be applicable to any number of individuals, but is often tasked to those who submit information to SAIS. Though it is too early to be certain, we are anticipating the possibility that minor procedural changes applicable to Charter Estimated Count will be put in place for FY09. Should that be the case, this workshop would be recommended for charter school personnel who are new or experienced.)*

Timeframe: May

Topics:

- The process of submitting the Charter School Estimated Count
- Discussion of the contents of the Charter School Enrollment Packet which contains procedural guidelines pertaining to Estimated Count, LEA Calendar and the Maintenance and Operations Declaration
- Information and examples to illustrate how differences between Estimated Count and ADM (derived from SAIS data) can impact State Aid
- Guidance to help a charter operator determine when payments based on the data in SAIS begin and Estimated Count end

Workshop – SAIS Requirements for Fiscal Year 2009

Target audience: All users who have responsibilities related to collecting, submitting and verifying all SAIS data. *(Participation by those with other reporting responsibilities should be considered optional and should depend on the specific changes in SAIS reporting requirements for FY09. We will update information regarding the target audience through a workshop announcement flyer to be distributed in late-April.)*

Timeframe: May

Topic:

- Explanation of any new reporting requirements, enhancements and/or reports to be implemented in SAIS for Fiscal Year 2009

Additional Training Opportunities

The training needs of some individuals might be addressed entirely through reading available documentation and/or contacting the STaR Team for on-demand training and assistance by phone when necessary.

Written documentation – SAIS Information Series

Most topics presented at STaR Team workshops are addressed in writing as part of the *SAIS Information Series* available at <http://www.ade.az.gov/schoolfinance/star>. Several new pieces will be added during the course of the year including a checklist for use by those who wish to be certain that all SAIS data are complete and accurate by the end of the fiscal year.

On-demand Training and Assistance by Phone

For assistance with issues related to submitting and verifying SAIS data, use the STaR Team “Request for SAIS Training and Assistance” form found at <http://www.ade.az.gov/schoolfinance/star>. Fill in the required fields, enter a brief description of your training need or support issue and submit the form. Someone from the STaR team will contact you by phone as soon as is possible to discuss your need or issue. Response times vary depending on the volume of requests, but are usually managed so that a call is returned within a few hours.

Workshop Registration

A flyer with dates, times and locations of workshops along with detailed instructions regarding registration procedures will be distributed by e-mail and posted on the STaR Team web site according to the schedule shown below.

Workshop	Registration materials released
Introduction to SAIS	Sent directly to individuals identified as new to SAIS
SAIS Requirements Related to SPED and ELL Programs	On or around September 14, 2007
Reconciling Student Membership Data in SAIS	On or around November 2, 2007
Charter School Estimated Count	On or around April 25, 2008
SAIS Requirements for Fiscal year 2009	On or around April 25, 2008